

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, January 5, 2006 at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic, Members Selzer, Harding, Dean, Ahart and Moss

Members Absent: None

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/
Elected Officials

Present: Mr. Jack Moody, Director, Facilities Management Department

Chairman Bostic called the meeting to order at 3:02 p.m.

Chairman Bostic presented the Minutes of the December 8, 2005 Property Committee meeting. Hearing no objections or corrections, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Jack Moody, Director, Facilities Management, reported on the estimated cost of providing utilities for a potential Coffee Shop in the Government Center. He noted that he has reviewed the first floor, northeast side of the Government Center to determine the feasibility of providing plumbing and electrical services. Mr. Moody stated that there are no existing plumbing services near the location. He advised that, due to the nature of the work involved, it will be necessary to use outside plumbing and electrical contractors to do the work.

Mr. Moody reported that the estimated cost to provide needed plumbing and electrical services for a future coffee shop is \$13,200.00. He stressed that this is only an estimate. Mr. Moody also indicated that no money for this project was budgeted in the Adopted FY'2006 McLean County Budget.

Mr. Moody advised that there continues to be one vendor interested in opening a coffee shop in the lobby area. Mr. Moody stated that he has not contacted other possible vendors at this time. He did, however, briefly discuss, with the owner of Coffee Depot, the possibility of the County absorbing some of the infrastructure costs for a coffee shop in the Government Center lobby area.

Mr. Selzer suggested incorporating the cost of the necessary infrastructure into the project cost to renovate the Third Floor. Mr. Moody replied that the only available monies in the project budget would have to come from the Contingency account. Mr. Zeunik stated that the coffee shop project could be incorporated into the Third Floor Renovation Project. He also suggested that an interested vendor might take advantage of the Community Development Assistance Program Revolving Loan Fund that the County administers. Mr. Zeunik noted that, depending upon the number of jobs created and the benefit to the community, the Fund could provide low interest financing to an individual wishing to do something in the downtown area.

Ms. Ahart stated that the County should be responsible for providing the capital improvements to the building, not the vendor.

Mr. Moody informed the Committee that the Bloomington Parks and Recreation Department had originally requested that a sink be installed in the north end of the building. However, when the architects investigated the cost, it proved to be too expensive. Mr. Moody indicated that if the coffee shop infrastructure is approved and installed, it would be possible to add a sink for the Bloomington Parks and Recreation Department as well.

Mr. Selzer recommended that the County make the capital improvements necessary to provide the infrastructure for a coffee shop. When a vendor is selected, he suggested that the contract include a section that indicates the vendor will share revenue when it reaches a certain amount. Mr. Selzer agreed with Ms. Ahart that the County should be responsible for providing the infrastructure.

Mr. Moss asked if the employees had expressed an interest in having a coffee shop available. Mr. Moody replied that, when the County first moved to the Government Center, many of the employees expressed an interest in having something available in the basement dining area. He stated that the basement area is too remote for a vendor to do a significant business.

Mr. Moody reported that the Coffee Depot continues to do well in the lobby of the Law and Justice Center. He noted that their lease runs through the end of this year.

Mr. Moody asked how he should proceed with this project. There was some discussion as to which vendors should be approached. Recommendations included:

- Offer it to Coffee Depot since they are a current vendor, with the second interested vendor as a second choice
- Put the project out for bid to several vendors

Mr. Moody stated that the project is a capital improvement to the building and the rent received from the vendor will be revenue into the General Fund.

Mr. Zeunik referred to the Third Floor Government Center Building project, noting that there is \$116,000.00 in the design and construction Contingency account. He stated that it may not be necessary to appropriate additional dollars for the coffee shop project. Mr. Moody stated that it would be preferable to use the plumbing contractor and electrical contractor that are working on the third floor project.

Mr. Selzer recommended that an action item be presented at next month's Property Committee Meeting to request approval of a budget for the project and to proceed with the project. The Committee concurred.

Mr. Moody reported that he was interviewed by The Pantagraph regarding the status of the remodeling projects at the Law and Justice Center. He indicated that he spoke with the architects and the status for both the Law and Justice Center and Government Center projects is as follows:

- February: Bid requests will be placed on the street
- March: Bids will be opened, reviewed by the PBC, awards made and contractors identified
- April: Construction can potentially begin

Chairman Bostic asked if the odor from Rosie's Restaurant has been eliminated from the Government Center offices. Mr. Moody replied that adjustments to the HVAC air damper were made which eliminated most of the odor. He warned that some of the odor will continue to come in through the doors.

Mr. Selzer asked if a decision had been made as to how to handle use of the parking spaces in the Health Department parking lot after the Coliseum opens in March. Mr. Moody replied that no decision has been made regarding renting parking spaces during events.

The Committee discussed possibilities for use of the parking lot, as follows:

- Hire a parking attendant and charge for parking;
- Offer the lot to a not-for-profit organization to charge for parking and keep the proceeds;
- Block off the parking lot during events;
- Keep the lot open for anyone to park free of charge;
- Contract the spaces to the Coliseum for VIP parking.

Ms. Harding asked how many parking spaces are in the lot. Mr. Zeunik stated that, when the parking lot renovation is complete, there will be 109 parking spaces.

Mr. Selzer suggested that a policy be prepared regarding the parking spaces. Mr. Moody asked if the Committee would like him to prepare a draft policy including the several options that were discussed. The Committee agreed that a draft policy would be in order.

Mr. John Zeunik, County Administrator, presented two requests which can be considered together. The first is a request for approval of a Contract for the Renovations of the Third Floor Government Center Building. The second is a request for approval of an Ordinance Amending the McLean County Fiscal Year 2006 Combined Annual Appropriation and Budget Ordinance (for Renovation of 3rd Floor, Government Center), General Fund 0001, Facilities Management Department 0041, Government Center Program 0115.

Mr. Zeunik explained that this project will be administered by the Public Building Commission (PBC), as agreed to by the City of Bloomington and McLean County. In the Contract, the City and County agree to pay the PBC to do this project. The PBC will not issue bonds for this project for the following reasons:

1. The project is too small to justify the overhead and administrative costs.
2. The County still has the Law and Justice Center project to complete, for which the PBC is planning to issue bonds, and it is important to make sure those bonds are bank eligible to attract the best interest rates.
3. If the two projects were combined, they would exceed the threshold for bank eligibility.

Mr. Zeunik stated that the Contract instructs the PBC to go forward and details the terms of the project. The City and County agree that, upon execution and approval of the Contract, each entity will pay 50% of the total cost. Upon the receipt and award of the bids, the balance will be due.

Mr. Zeunik indicated that the second item for action is the Emergency Appropriation Ordinance, which is for 50% of the County's share. The County's budget policy provides the County Board the authority to appropriate money from the unencumbered fund balance for specific capital projects. In addition, the unencumbered fund balance is sufficient to cover this project without any significant loss to the County.

Motion by Selzer/Ahart to recommend Approval of a Contract for the Renovations of the Third Floor Government Center Building and Approval of an Ordinance Amending the McLean County Fiscal Year 2006 Combined Annual Appropriation and Budget Ordinance (for Renovation of 3rd Floor, Government Center), General Fund 0001, Facilities Management Department 0041, Government Center Program 0115.
Motion carried.

Chairman Bostic asked if the money will be recouped in the next budget cycle and be returned to the unencumbered fund. Mr. Zeunik replied that the money may be recouped depending upon the revenues received against expenses for the year. He stated that some of the funds will be recovered with the end of the year adjustments that will be made in late January or early February. Mr. Zeunik advised the Committee that the Treasurer reported that revenue was at 101.8% through the end of December and expenses were at 96.7%. He pointed out that the 101.8% does not reflect the Management Service charges applied to all of the special revenue funds, which will generate an additional \$250,000.00 in revenue to the General Fund. This also does not reflect the transfers into the General Fund from the various Special Revenue funds, which generates another \$150,000.00. Mr. Zeunik noted that another \$400,000.00 in revenue will be received as part of the year end adjustments.

Mr. Zeunik summarized by indicating that once all of the various adjustments are made, the General Fund total revenue should be in excess of 102% and expenses should be approximately 98%, or a 4% spread between revenues over expenses in 2005.

Chairman Bostic asked if there were any further questions for Mr. Zeunik. Hearing none, she thanked him.

Mr. Selzer asked if there was a way to promote McLean County on signs along the Interstate. Mr. Zeunik suggested that he work with the Convention and Visitor's Bureau.

Chairman Bostic presented the December 31, 2005 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee Fund total is \$328,039.85 and the prepaid total is the same.

Motion by Moss/Ahart to recommend approval of the bills as of December 31, 2005, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

Chairman Bostic asked if there was any other Business or Communication for the Property Committee. Hearing none, Chairman Bostic adjourned the meeting at 3:50 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary